

Clallam Transit System

830 W. Lauridsen Blvd.
Port Angeles, WA 98363
www.clallamtransit.com

(360) 452-1315
1-800-858-3747 WA
FAX (360) 452-1316
Passenger Assistance:
(360) 452-4511

June 14, 2018

Non-profit Organizations
Government Agencies
Clallam County, Washington

Re: Invitation to Apply – Discounted Transit Pass Grant Program

On behalf of Clallam Transit System (CTS), I am inviting non-profit organizations and government agencies within Clallam County to apply for a grant award through the CTS Discounted Transit Pass Grant Program. This year our program is offering up to \$25,000 in discounted transit passes to qualifying agencies who serve low-income clients to purchase monthly adult and youth transit passes and day pass strip tickets at a 50-percent (50%) discount.

To be considered for a grant funding award, your organization must submit a complete application packet no later than 5:00 p.m. on July 16, 2018. A copy of the Discounted Transit Pass Grant Program is being provided for your reference, along with the program application. This information is also available on our website at www.clallamtransit.com.

If you have any questions about this program, please contact CTS at 360-452-4511 or frontdesk@clallamtransit.com. I hope you take advantage of this opportunity to partner with CTS to support our communities' transit needs.

Sincerely,



Kevin E. Gallacci
General Manager

Enclosures

cc: 2018 Discounted Transit Pass Grant Program
Discounted Transit Pass Grant Application

 Clallam Transit System 830 W. Lauridsen Blvd. Port Angeles, WA 98363 www.clallamtransit.com (360) 452-1315 1-800-858-3747 WA FAX (360) 452-1316 Passenger Assistance: (360) 452-4511			
Program Title:	DISCOUNTED TRANSIT PASS GRANT		
Effective Date:	02/27/2017 Revision No. 1: 06/11/2018	Authority:	Resolution No. 8:2017

PURPOSE

The Clallam Transit System (CTS) Board has authorized a discounted transit pass program to provide lifeline services to low-income residents of Clallam County. The CTS Discounted Transit Pass program is a community grant award process to support qualifying non-profit organizations and government agencies' efforts to assist eligible persons and their transportation needs.

DESCRIPTION

Clallam Transit System (CTS) offers monthly transit passes and day pass strip tickets (minimum ten tickets per order) to qualifying organizations at a 50-percent (50%) discount. Non-profit organizations and government agencies within Clallam County are eligible to apply for program assistance.

Successful applicants must provide a 50-percent (50%) match for passes provided through this program. Reduced fare passes (Regional Reduced Fare Permits) will not be further discounted under this program.

CTS will establish the grant award amount each year during its annual budget process.

APPLICATION PROCESS

Interested organizations must comply with the provisions of this program, including the application process and award distribution process. Non-profit organizations with 501(c)(3) status who serve low-income individuals (as defined by the federal or state statutes, or youth eligible to receive reduced school lunches), within Clallam County, and government agencies, are eligible to apply for program awards.

SELECTION AND AWARD DISTRIBUTION

The selection process is competitive and involves review and evaluation using the criteria below:

Criteria	Weight (%)
Demonstrated community benefit.	50
Agency's history of providing transportation support to clients.	20
Accountability for clients to CTS and financial staff capacity.	15
Importance of transportation to organization's provision of services.	15

The grant award represents the maximum number of transit passes that may be purchased at the reduced rate during the award period. Each month, CTS will distribute the requested number of passes to the awardee organization(s) and an invoice for payment. Passes are non-refundable. Additional passes may be available, if program funding is available. CTS will award passes for distribution to the receiving organization. It is the responsibility of the award recipient organization to determine low-income eligibility of its clients for distributing transit passes received through this program.

CONTACT

For more information, please contact CTS at 360-452-4511 or at frontdesk@clallamtransit.com.



Clallam Transit System

830 W. Lauridsen Blvd.
Port Angeles, WA 98363
www.clallamtransit.com

(360) 452-1315
1-800-858-3747 WA
FAX (360) 452-1316
Passenger Assistance:
(360) 452-4511

DISCOUNTED TRANSIT PASS GRANT PROGRAM 2018 APPLICATION INFORMATION

Instructions

Please review the Clallam Transit System (CTS) Discounted Transit Pass Grant Program before applying.

Application Schedule

June 14, 2018	Applications released to organizations and grant availability legally advertised.
July 16, 2018	Grant applications due by 5:00 p.m.
August 1, 2018	CTS determines grant awards.
August 15, 2018	CTS notifies awarded agencies.
September 4, 2018	CTS mails identified passes to organizations.
October 1, 2018	Program period begins.
March 31, 2019	Program period ends.

How to Apply

- ☐ Complete the CTS Discounted Transit Pass Program Application.
- ☐ Under separate cover, answer the following questions (1 through 10) to describe your proposed use of the transit passes (if awarded).
 1. *Describe the transportation problem you propose to solve with monthly passes and/or day pass strip tickets purchased through this program.*
 2. *Describe the multi-faceted profile of the passengers you plan to serve through this program. Profiles may include, but are not limited to, people with disabilities, senior citizens, people with low income, at-risk youth, and the general public with temporary needs.*
 3. *Describe the eligibility criteria you will use to distribute passes to your clients.*
 4. *How will you distribute monthly passes purchased through this program?*
 5. *Describe how your organization coordinates transportation efforts with other community programs.*
 6. *Describe how your organization coordinates transportation needs with other transportation providers, including CTS.*
 7. *How does your program currently meet your organization's and clients' transportation needs?*
 8. *Have you provided transit passes to your agency's clients in the past? Please describe this program.*
 9. *Provide examples of the primary purpose of the trips your clients make.*
 10. *How will you provide the match for the proposed transportation pass program?*
- ☐ Provide a copy of your organization's 501(c)(3) non-profit certification.
- ☐ Provide a copy or summary of your organization's 2018 budget.

Submit your completed application packet as outlined above no later than 5:00 p.m. on July 16, 2018 via:

Hardcopy to
Clallam Transit System
830 West Lauridsen Boulevard
Port Angeles, Washington 98363

or

Email to
frontdesk@clallamtransit.com

Clallam Transit System830 W. Lauridsen Blvd.
Port Angeles, WA 98363
www.clallamtransit.com(360) 452-1315
1-800-858-3747 WA
FAX (360) 452-1316
Passenger Assistance:
(360) 452-4511**DISCOUNTED TRANSIT PASS GRANT PROGRAM APPLICATION 2018****Section 1: General Information**

Name of Applicant Organization	
Mailing Address	
Contact Person	
Contact Person Telephone Number	
Contact Person Email	
Billing Address (if different than mailing)	

Section 2: Transit Passes Requested

1. Enter the number of each pass type you want for each month.
2. Add each column and enter the totals in the row labeled, "Total No. Passes".
3. Enter the extended cost for each pass type by multiplying the total number of passes by your cost for each pass type.

Month	Pass Type and Face Value				
	Adult Premium \$54	Adult Base \$36	Youth Premium \$36	Youth Base \$18	Day Pass Strip Tickets (book of 10) \$30
October 2018					
November 2018					
December 2018					
January 2019					
February 2019					
March 2019					
Total No. Passes					
Your Cost	\$27	\$18	\$18	\$9	\$15
Extended Cost = Total No. Passes x Your Cost					

The maximum number of passes you receive will be equal to or less than the number you indicate.

Section 3: Certification

I certify that, to the best of my knowledge, the information in this application is true and accurate and this organization has the necessary financial and managerial capabilities to provide the required matching funds for this program.

Signature of Lead Organization Board Chair/Executive Officer	
Date	Print Name, Title